



Dear Visa Applicant:

Below you will find a detailed list of the documentation you will need to submit at your appointments at the ASC (Applicant Service Center – Avenida Santa Fe 4569) and at the Consular Section (Avenida Colombia 4300).

Important Note: Please arrive on time for both of your appointments and be aware that the time of your appointment is when the process begins. Please visit the “how to apply” section in our webpage to find the steps to follow to apply for a visa.

DOCUMENTS TO BE SUBMITTED BY EACH APPLICANT (including minors):

All visa applicants between 14 and 79 years old will need to appear in person for their appointments. Minors up to 14 years of age are not required to appear in person. Parents may submit the children’s documents on their behalf. Apart from submitting the regular documentation; parents must present a photo of each individual under the age of 14. Photographs should be 2x2 inches (5x5 centimeters), **FRONT VIEW**, light white/off-white background, with white background on glossy paper, unretouched, and unmounted. Photographs that do not meet the requirements will not be accepted. Please take into consideration that even though the physical presence of applicants under 14 years old is not required, all applicants, including those under 14 years of age, must have a scheduled appointment with the Visa Information Service Website, along with a complete application form and visa fee already paid. Please bear in mind that you must submit:

- Argentine Family Book (Libro de Familia)_
- Birth Certificate
- Any other documentation that proves parents’ relationship to minors

REQUIRED DOCUMENTS

IMPORTANT: Remember that a valid passport and a DS-160 (CEAC) Application form must be presented on the day of your appointment at the Consulate as well as at the appointment at the ASC.

- 1) **A VALID PASSPORT** with one empty page to stamp the visa.
- 2) **PREVIOUS PASSPORTS** (Will only be presented on the day of the interview at the US Consulate)
- 3) **DS-160 (CEAC) Application form:** This form can be accessed at <https://ceac.state.gov/genniv/> and it is required in order to be able to schedule your appointments.
 - a) Complete the requested information in the appropriate fields on each screen. Please answer every single question. Your answers must be written exclusively in English. **THE BIO INFORMATION CONTAINED IN YOUR PASSPORT IS VERY IMPORTANT, SO PLEASE DO NOT FORGET TO COMPLETE THE “BOOK NUMBER” FIELD.**
 - b) Review the information you provided. Any mistake can delay or limit your chances of obtaining a visa.
 - c) Print out the confirmation page.
 - d) Please come to your interviews with the confirmation page and keep it on hand during the application process.
 - e) **BIOMETRIC SIGNATURE:** Section 22 C.F.R.6 41.103 of the INA requires that the applicant sign and submit his/her own Non Immigrant Visa Application unless he/she is exempted (minors, handicapped, etc). Even though the applicant may receive help from a third party to fill out the form, it is required that he/she reviews his/her

application and press the “Sign Application” button at the end of the form. Pressing this button will constitute your biometric signature together with your fingerprints which will be taken at the ASC and later verified at the Consular Section.

IMPORTANT: The documents mentioned in items 4 and 5, are ONLY required to be presented on the day of interview at the US Consulate. They are NOT necessary for the appointment at the ASC.

4) OTHER FORMS:

- If you are traveling for **business**, or to take part in a **conference, training** course or any purpose other than tourism, you will need to submit information to prove it. If the company you work for will cover the expenses of the trip, submit a letterhead indicating it.
- If you are applying for a **crew member visa**, you will need an official letterhead from the company requesting the crew member visa, indicating your occupation, seniority and duration of the contract.
- If you are applying for a **journalist visa**, you will need to submit a letterhead from the company requesting the journalist visa, indicating your occupation, seniority, purpose and duration of the trip.
- If you are applying for a **temporary worker visa** that requires a petition approved by DHS (Department of Homeland Security), of any of the following classifications: **H1B, H2B, L1, P1, O1 or R1**, you will need to submit the following documents: the original or a copy of the I-797, the I-129 form if you have it, and the contract. Accompanying family members (spouse, child) of H1B, H2B, L1, P1, R1 or O1 visa holders will need to submit a copy of the I-797 (or copies of the I-129 in the case of L1 Blanket Petition visa dependants) if you have it or copy of the principal alien’s visa and the family book that shows family members’ relationship with the principal alien.
- If you are applying for a **student** or **exchange** visa, you will need to submit the I-20 or DS-2019 form, respectively, and proof of SEVIS payment.
- If you are applying for an exchange visa-“*J1 Summer Work and Travel*” you will need to submit:
 - DS-2019 Application Form. ORIGINAL.
 - Receipt of SEVIS payment.
 - Original and copy of the Academic Transcript (Certificado Analítico) issued within the last 30 days.
 - Grade book.
 - Regular Student Certificate issued by the Educational Institution, emphasizing a description of the student’s major, number of subjects and time required to graduate. The Institution must be accredited by the relevant authority. **Please note** the US Consulate does not accept a Regular Student Certificate instead of the Academic Transcript.
 - Copy of the current job contract.
- If you are applying for a **domestic employee visa**, please visit the following link:
http://spanish.argentina.usembassy.gov/domestic_employees.html. The interview will be conducted between the consular officer and the domestic employee. The employer may accompany the employee but will not be able to participate in the interview.

5) DOCUMENTS, BINDING TIES AND RESPONSIBILITIES: The consular officer’s decision will be based on the interview and therefore an officer is not obliged to review documents. Nevertheless, the Consular Officer might request evidence that helps him/her make a final decision such as income, salary receipts, tax payments, AFIP papers, bank accounts, credit card statements, education, or the status of family members living in the US.

6) SECURITY INSPECTION AT THE EMBASSY:

NEW REGULATIONS BECAME EFFECTIVE ON FEBRUARY 1st 2012

The following items are prohibited inside the building and cannot be used during the visa application process. The inspection area located inside of the Embassy compound does not have enough room for storage of personal items.

Please attend your interview with the minimum of indispensable items for your interview. **DO NOT BRING THE FOLLOWING ITEMS:**

1-Backpacks, briefcases, travel bags.

2-Cigarettes, cigars.

3-Electrical Devices (not limited to):

- Cell Phones
- Batteries
- Pen drives
- Chargers
- Palms
- Headsets
- PDSs
- Audio-Video players
- Laptops
- Pagers
- USB cables
- Modems
- Calculators
- Cameras and video cameras
- Flashlights

4-Make-Up

5-Liquids:

- Spray Deodorants
- Perfumes
- Lighters
- Water
- Alcohol
- Sodas
- Mate

6-Metallic Items:

- Coins
- Earrings, necklaces, bracelets.

7-Sharp-edged items:

- Silverware
- Scissors
- Tweezers
- Pliers
- Nail Files

Please help us make your entrance to the Embassy Compound much easier by bringing only the necessary documentation and car/house keys **IN HAND**. Anyone who ignores these warnings and the Embassy's staff alerts when entering the compound is subject to having their appointment canceled.

7) DISCLAIMER:

a) Damaged Passport: We have recently noticed that the laminate covering the biological page in many new passports is fragile and easily damaged. While our staff will take every precaution in handling these passports, the US Consulate would like to remind all visa applicants that we are not responsible for any damage that may occur to this laminate during the visa application process. In the event that the laminate on your passport is damaged,, please direct any complaint to the Argentine Authorities.

It is important to mention that we are unable to accept damaged passports, and it is the applicant's responsibility to check all documents before submitting them.

b) Errors in Visas: It is the responsibility of the applicant to review all biographical data on the visa to confirm that it is correct. Any error in the visa could create significant delays at the Port of Entry in the United States. If there is an error in the data on the visa, which does not reflect an error in the applicant's passport, a replacement visa will be issued at no cost to the applicant, **up to one year from** the visa's original date of issuance and only for the remaining validity of the original visa. In these cases, the applicant can drop his/her passport off at the Embassy any weekday (Monday thru Friday) at 2 pm to have the error corrected.

After one year of issuance, the applicant must complete a new application form and pay a new visa fee (plus any applicable reciprocity fees). These applicants will need to schedule an appointment through the Visa Information Service Website **only if** the error was on the biographic page of their passport. Otherwise, if the error was generated during processing by U.S. Consulate staff, the applicant may come to the Consulate from Monday through Friday from 8-12, and submit the following documents for an interview with a consular officer:

1- DS-160 Application Form (see instructions above)

2- 1 photo (see instructions above)

3- Passport where the visa was previously stamped as well as any other more current.

Non-immigrant visa fee (USD 140, to be paid in cash at the Consular Cashier and only in one currency, either pesos or dollars)

(For more information, please visit the following link: http://argentina.usembassy.gov/non-immigrant_visas/how-to-apply.html).